

LYNDON CITY COUNCIL
REGULAR MEETING MINUTES OF
March 5, 2018

The Lyndon City Council met in regular session on Monday, March 5, 2018, 7:00 p.m., at City Hall.

1. CALL TO ORDER: Mayor Morrison called the meeting to order.

- a) ROLL CALL: City Clerk called roll of the City Council. Mayor Morrison and members Bill Patterson, Katie Shepard (7:09), Darrel Finch, Darin Schmitt and Kyle Recob present.

City Staff present: Pat Walsh, City Attorney; Julie Stutzman, City Clerk; David Wilson, Maintenance Supervisor; and Darrel Manning, Chief of Police.

Others Present: Taylor Rogers, LHS; Ron Bolz, Bolz Insurance; and Tammy Schlingmann, Herald Chronicle.

2. ADOPTION OF MINUTES OF PREVIOUS MEETINGS:

- a) Schmitt made the motion to approve the regular meeting minutes of February 19, 2018 as written. Recob seconded, motion carried.

3. CONSENT AGENDA:

- a) Approval of Bills: Patterson made the motion to approve the bills as set forth. Schmitt seconded, motion carried.

4. PUBLIC COMMENTS: None.

5. CORRESPONDENCE TO COUNCIL:

- Copy of Public Wholesale Water Supply District #12 meeting minutes of February 28, 2018.
- Notice of Annual Meeting for members of Public Wholesale Water Supply District #12 scheduled for April 18, 2018 at 7:00 p.m.

6. UNFINISHED BUSINESS:

- a) LHS SCHOOL COMMUNITY SERVICE PROJECT: Taylor Rogers with Lyndon High School provided Council with pictures of city properties that LHS students would like to clean up, paint or work on as part of a community service project. Patterson stated in the fall they had a Lyndon leadership committee for students and at that meeting, they set five goals to accomplish during the school year. One of the goals set was to hold a community service day and scheduled the date for April 11, 2018. The committee is made up of approximately 70 students, which are the freshman and senior classes at LHS. They took a day and walked around the community documenting different things the students could help with. Ms. Rogers discussed the various ideas and some included painting fire hydrants, painting a building at City Park, cleaning the outside of the press boxes and painting the picnic tables at Jones Park if the Council grants them permission. Patterson stated

the kids would do the work, however, asking the City purchase the paint and supplies. After a lengthy discussion, it was consensus of the Council (with Patterson abstaining from the discussion) to table the matter to allow time to work with the Maintenance Supervisor to obtain the cost of paint and other supplies.

- b) **INSURANCE REVIEW – RON BOLZ, BOLZ INSURANCE:** Ron Bolz with Bolz Insurance provided Council with the renewal quote information for the City's current insurance policy, which is due on April 1, 2018. Mr. Bolz gave a brief overview of the coverage for property, inland marine, and liability. He stated had reviewed the policy with the Maintenance Supervisor and City Clerk to make sure properties are properly covered or to ensure newly purchased items were added to the policy, and updated licensed drivers for city vehicles. He stated for property there are two sections of coverage, which are property and inland marine (contractors or floating coverage). Property is defined as building, contents and anything within 100 feet of the building. Inland Marine or portable equipment goes from place to place and insured specifically wherever it is. The question to be answered is what needs to be insured, how much to insure it for and that coverage will follow that equipment even if it is in a building that has content coverage already. Content coverage is on a replacement cost basis and includes desks, chairs, water meters, fittings, etc. Inland Marine coverage is based on actual cash value after depreciation, and whatever the current cost of that item is to put you back in the same position before the loss, which is more cost effective.

Mr. Bolz stated he wanted to make sure that equipment, supplies and contents are still in the same building they were insured in at the beginning and have not been moved to another area and have the coverage on the wrong building. Another concern was purchasing something new or more than is usually carried and not having enough coverage.

After a lengthy discussion, it was consensus of the Council to remove coverage on the inoperable standpipes, water plant building, sewer plant wet well and concrete tanks, add the telemetry equipment in the water plant to inland marine, and add coverage for the scoreboards at Jones Park. Mr. Bolz asked the City Clerk to contact Richard Burns again for a reasonable replacement value of the scoreboards and forward him that information.

- c) **BIDS FOR 2006 TRAILBLAZER:** The City received and opened three sealed bids for the 2006 Trailblazer for consideration. Bids were as follows: \$300 from Terry Hanna and \$250 bids from Darrel Manning and Jayson Massey. Finch made the motion to approve the bid from Terry Hanna in the amount of \$300.00. Schmitt seconded, motion carried.
- d) **SEWER PROJECT UPDATE:** The City Clerk stated the City received notice on March 1, 2018 from KDHE authorizing the city to proceed with awarding the bids for all three projects, received authorization from USDA on March 2, 2018 concurring with the engineers recommendations in awarding the bids and authorization to proceed, and on March 2, 2018 Mayor Morrison signed said awards which were forwarded to Brian Foster at BG Consultants for notice to contractors. Mr. Foster noted that once he received the notice of awards from the

City, they would send out the contracts to the project contractors.

Pre-construction meeting for the project is scheduled for Wednesday, March 14 from 10 a.m. to noon at city hall with the engineers, contractors, funding agencies, grant administrator, city staff, and the city attorney attending.

Finance meeting is also scheduled from 1 p.m. to 2 p.m. also on Wednesday, March 14 from 1 p.m. to 2 p.m. with Don Jensen, Rick Ens, and USDA.

- e) AUDIT REPRESENTATION LETTER: The Council was provided a copy of the standard audit representation letter for approval. Finch made the motion to approve and authorize the Mayor and Council President to sign the letter. Shepard seconded, motion carried.

7. NEW BUSINESS:

- a) SEWER ABATEMENT: The Council received a request from Daniel Bell for sewer abatement for a water leak and it was noted that the leak was certified by maintenance. Patterson made the motion to approve the sewer abatement in the amount of \$45.69. Recob seconded, motion carried.
- b) STORM SIREN BI-ANNUAL MAINTENANCE PROPOSAL: The Maintenance Supervisor obtained a quote with CDL Electric for bi-annual inspection and maintenance of the storm sirens. The inspection agreement is for one year and would renew annually. After brief discussion with the Maintenance Supervisor, Schmitt made the motion approve the quote in the amount of \$1,180.00. Recob seconded, motion carried.

8. STAFF REPORTS:

- a) POLICE: Council received a copy of the Officer Activity report. Patterson asked if the decals are on the new patrol car and the Chief stated they were ordered a month ago and will arrive shortly.
- b) PLANNING AND ZONING: Next commission meeting is scheduled for Wednesday, March 7 at 6:30 p.m. It was noted that there are no pending permits at this time.
- c) PUBLIC WORKS: Council received a copy of the Maintenance Activity report.

There have been some issues with the transducer on the water tower, which relays back to the water plant telemetry, which records when PWWSD#12 is pushing water to the city. The Maintenance Supervisor stated the part was received today and will work with MicroCom to get it installed.

The inoperable third storm siren was removed this week with the assistance of KCPL.

Patterson asked if the Aldie Christensen Trail sign had been taken down and the Maintenance Supervisor stated it was so that it can be reviewed by the Council for content prior to being sent to the sign company for cost of replacement due to its poor condition.

The Maintenance Supervisor stated there has been a realtor in the office a couple of times in the last few weeks asking if the City would supply utilities to a property outside of city limits. The City Attorney noted that it was a policy by the governing body many years ago that in order to access city utilities, there would need to be consent to annex the property. After much discussion, no action was taken.

- d) CITY CLERK: The City Clerk provided the Council with a copy of the Clerk's report.

Kwikom is scheduled to install the phone system at the pool tomorrow.

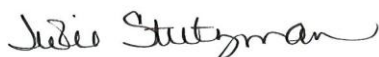
The City Clerk stated she called Ottawa Sanitation and has been working on getting the discarded mattress issue in town corrected and requested that those that have been sitting out on 8th Street and on Washington for many weeks be removed during trash pickup this week.

9. COUNCIL/MAYOR COMMENTS AND REPORTS:

Patterson asked if there has been any more information about the senior housing project. The City Clerk stated she has not heard anything of late and the last time she talked to them that they are still working on funding.

10. EXECUTIVE SESSION: Schmitt made the motion to recess to executive session for 15 minutes for Attorney-Client Privilege. Patterson seconded, motion carried. Council reconvened with Patterson making the motion to update the pool employment agreement. Shepard seconded, motion carried.

11. ADJOURNMENT: Shepard made the motion to adjourn to Monday, March 19, 2018 at 7:00 p.m. for regular meeting. Patterson seconded, motion carried.



Julie Stutzman, City Clerk